St Joseph's Catholic Primary School
MAIN DUTIES

Title of Post: Classroom Teacher
Responsible to: Head teacher

Professional Duties

Teaching

- Contributing to the preparation and development of programmes of study, schemes of work, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements throughout the school, including school trips, special assemblies, performances and special events
- Planning and preparing lessons in line with school policies and schemes of work
- Teaching of lessons according to the individual needs of pupils, having high expectations and setting challenging targets
- Promoting the inclusion and acceptance of all children within the classroom, ensuring equal access to lessons and their content
- Setting of work for pupils, who may not be able to attend school, in agreement with the Head teacher
- Marking work and providing feedback (including homework as agreed in the school's Homework Policy) to pupils and parents in line with the School Marking Policy
- Keeping up to date assessments on the development, progress and attainment of pupils and recording and reporting these assessments in line with the school Assessment Policy
- Administering assessment tasks and tests in line with school policy

Other Activities

- Promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- Contribute to and support the overall ethos/work/aims of the school
- Comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head Teacher
- Be aware of and support pupil differences and ensure that all pupils have equal access to all school opportunities to learn and develop
- Promote the general progress and well being of individual pupils throughout the school, in line with the Healthy Schools standards and action plan
- To provide advice and guidance to pupils and parents on educational, emotional, behavioural and social matters in line with school policies and in consultation with the Head Teacher
- Keep records and make reports on the personal and social needs of pupils
- Communicate and co-operate with other agencies to support the educational, development/general progress and well being of individual pupils and to participate in meetings arranged for any purposes described above
- To inform the Head Teacher immediately of any concerns regarding a pupil's welfare
- To communicate and consult with parents of pupils
- To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
- To safeguard every pupil's health, safety and well being in line with school policies

- To participate in staff meetings which relate to the curriculum, administration or organisation of the school, including pastoral arrangements
- To lead assemblies and to attend assemblies, when requested by the Head Teacher
- To arrange registration of their pupils at the start of the school day and after the lunch break
- To supervise pupils throughout the school during playtimes and at any other times requested by the Head Teacher

Management

- To plan, organise and manage the work of the Learning Support Assistant(s) assigned to the class, in order to have a positive impact on pupil progress
- To liase with the SENCO to contribute to the planning and organising of the SEN pupils' work in order to have a positive impact on progress
- To ensure that the LSA assigned to the class is supported to meet all of the responsibilities as set out in their job description, in a timely and effective manner

Training and Development

- Review and evaluate the teaching methods and schemes of work
- Participate in training and development activities in school or at other providers in order to improve professional skills and knowledge

This job description does not form part of the contract of employment. It describes the way in which the teacher is expected and required to perform and complete the particular duties as set out above.

All members of staff support our ethos and subscribe to our Mission Statement.

St Joseph's operates an equal opportunity approach and is a Healthy School.